



Licensing Division
 City of Bend
 (541) 388-5580
licensing@bendoregon.gov
 710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your Change of Information application with the City of Bend. *Download this form before completing fillable fields*, then upload to your active license or registration through the Online Permit Center at www.bendoregon.gov/permitcenter.

CHANGE OF INFORMATION FORM – ROOM TAX CERTIFICATE OF AUTHORITY

Please complete this form within 14 days of changing any of the following information for your room tax registration. It takes approximately one week to issue the new certificate of authority, if applicable.

Existing Room Tax Certificate Number, Business Name, Short Term Rentals (STR) Address, and Business Type – Include unit/apartment number, if applicable.

Certificate Number: _____

Business Name: _____

STR Address: _____

Business Type: ☐ B&B ☐ Boarding House ☐ Hotel/Motel ☐ House
☐ RV Park ☐ Townhouse/Condo

Owner Information – All persons holding an ownership interest in the property or holding an ownership interest in the entity that owns the property.

Name: _____

Mailing Address: _____

City

State

Zip

Phone: _____ Email: _____

Preferred contact method: ☐ Phone ☐ Email ☐ Mail

Change of Filing Frequency – Per [Room Tax Code 12.05.035](#), you may elect to remit taxes quarterly, “If the estimated monthly amount of average tax due is \$100.00 or less.”

☐ Please change my filing frequency to quarterly



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Signature

By signing this form, the owner/authorized agent agrees to abide by the Room Tax Certificate of Authority requirements as stated in [Bend Municipal Code 12.05](#).

I warrant that the information provided in this form is true and agree that by typing my name in the signature box I am providing an electronic signature that is the legal equivalent of my manual signature on this application.

Signature: _____

Date: _____

- Please make sure you also update your Short Term Rental license through the Online Permit Center at www.bendoregon.gov/permitcenter. Visit www.bendoregon.gov/shorttermrentals for more information.
- A new Certificate of Authority with this new information may be issued and must be posted in a conspicuous area within the short term rental property.



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